

3 OCT 1968

Approved For Release 2000/08/02 : CIA-

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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

SEPTEMBER 1968

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION (Jobs Number)	56	243	
2. RECORDS ACCESSIONED	569	2,112	126,951
3. RECORDS DISPOSED OF AT CENTER	208	877	25,117
4. RECORDS TRANSFERRED FROM CENTER	278	366 ³⁴⁰	33,490
5. RECORDS HOLDINGS <i>Inactive Office Record</i>	68,344		
6. INTELLIGENCE REPORTS RECEIVED	348	1,013	64,251
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	51	226	27,137
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	22	185	14,751
9. INTELLIGENCE REPORTS HOLDINGS <i>Syspl. Distr</i>	22,363		
10. VITAL RECORDS RECEIVED	414	567	18,445
11. VITAL RECORDS DISPOSED OF AT CENTER	289	338	4,853
12. VITAL RECORDS TRANSFERRED FROM CENTER	5	17	4,582
13. VITAL RECORDS HOLDINGS	9,010		
14. ARCHIVES ACCESSIONED	28	60	7,585
15. ARCHIVES DISPOSED OF AT CENTER	10	20	298
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	902
17. ARCHIVES HOLDINGS	6,385		
18. TOTAL HOLDINGS	106,102		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED <i>Office Record</i>	5,465	16,533	792,378
20. INFORMATIONAL REQUESTS <i>Phone calls (Info - no doc)</i>	655	2,199	46,766
21. Archival Documents <i>Archives</i>	271	1,027	
22. INTELLIGENCE REPORTS <i>Syspl. Distr</i>	3,169	9,596	
23. VITAL RECORDS <i>Vital Rec.</i>	167	568	
24. TOTAL	9,727	29,923	
25. NO. OF PAGES REPRODUCED	741	2,812	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS <i>Syspl. Distr</i>	112,482	305,535	
A. INITIAL RECEIPT	111,368	300,646	
B. RETURNS	1,114	4,889	
27. Archival Documents	3,115	7,107	
28. VITAL RECORDS	2,531	5,730	
29. TOTAL	118,128	318,372	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	132,202	
31. UTILIZED	85,539	
32. COMM/WORK	20,563	
33. AVAILABLE	26,100	

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